

Copy Request Procedure

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Copy Request Procedure

- To obtain copies of documents from a closed “paper” file located at the Federal Records Center (FRC), please review the [FRC Order Procedure](#).
- To obtain copies of electronic documents, please review the [Public Access to Court Electronic Records \(PACER\) procedure](#).
- Printed electronic copies can also be obtained in person or by mail by completing the [Copy Request Form](#).
- To obtain copies of all other documents located in a divisional office, complete the [Copy Request Form](#).
- The [Copy Request Form](#) includes photocopying fees shown on the [Bankruptcy Court Fee Schedule](#).
- Copy requests up to 100 pages will be processed by the Clerk’s Office within 48 hours.
- Copy requests exceeding 100 pages may require additional time to process (up to 72 hours).
- All copy request fees must be paid in advance.
- **Personal Checks and Cash ARE NOT accepted.**
- Payment must be made by money order, cashier’s check, attorney firm check, or non-debtor business check.

A completed [Copy Request Form](#) may be submitted in person, or by mail, at the appropriate court address listed below:

Oakland Division 1300 Clay Street #300 Oakland, CA 94612	San Francisco Division 450 Golden Gate Avenue, 18th Floor Mail Box 36099 San Francisco, CA 94102
San Jose Division 280 South First Street Room 3035 San Jose, CA 95113	Santa Rosa Division 99 South E Street Santa Rosa, CA 95404

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